

## CHECKLIST:

### Did You Do The Following? Make sure you check your paperwork carefully\*\*!

#### 1. Student Registration & Release forms-

- Name, address, signatures, etc.?
- Is price of plan circled?
- Do you want the optional Protection Policy?
- Does the total cost equal fee submitted?
- Complete appropriate Roundtop Release Agreement, signed by student & parent (Note which plan you selected and attach the appropriate Roundtop Release Agreement (MVC, NCC, NSP)—note: fees will not be the same on HARC Registration form as on Roundtop Registration Form due to additional admin/transportation fee). This will be a separate form.

#### 2. Form of Payment

- **Check-**  
Check made out to **HARC**  
-Is the student's name on memo line of check?
- **Visa, MasterCard, Discover**  
-Card Number, Cardholder name, Expiration Date?  
-List multiple students if paying for more than one on same card.

#### 3. Picture-

- Is Hempfield Rec AND the student's name printed on the back of the photo?  
-Minimum size of picture is 1 1/2" X 2."  
-Please paper clip; DO NOT STAPLE to packet.

#### 4. Reminders-

- FORMS/FEEES DUE IN FULL BY 10/21 OR MAY INCUR LATE CHARGE.**
- Ski Roundtop will charge you \$25 for any change/refund request after November 1, 2016.
- Complete a Non-Lesson Agreement ONLY if you have completed Level 6 and are not taking lessons.

#### **CHECKLIST\*\*:**

##### **MUST SUBMIT THESE FORMS** (with all signatures on/before 10/21\*):

- \_\_\_\_\_ HARC Registration Form
- \_\_\_\_\_ Photo (w/Hempfield Rec and student's name on back, paper clipped to packet)
- \_\_\_\_\_ Roundtop Form (for plan selected)
- \_\_\_\_\_ Form of Payment

##### **OPTIONAL FORMS:**

- \_\_\_\_\_ Roundtop Ski/Board Rental Form (if rental included in plan)
- \_\_\_\_\_ Non-Lesson Agreement (complete ONLY if you have completed Level 6 and are NOT taking lessons)

**\*PLEASE NOTE: \$25 LATE FEE FOR REGISTRATIONS RETURNED TO HARC AFTER 10/21 (if space available).**

**\*\*IF these directions aren't followed, Roundtop Mt. Resort will NOT process your application. This could cost you additional money and your card may not be ready for the first trip.**

Thank you!